

(Please print neatly)

Name _____
Address _____
Address _____
City _____ State _____ Zip Code _____

SSN or Student ID# _____
Date of Birth _____
month day year
Former Surname(s) _____
Phone Number (required) _____

Instructions (check only one)

- ____ **SEND** transcript(s) immediately
(normal processing time is 5 working days)
- ____ **HOLD** for Fall term grades
- ____ **HOLD** for Fall Term 1 grades
- ____ **HOLD** for Fall Term 2 grades
- ____ **HOLD** for Spring Term grades
- ____ **HOLD** for Spring Term 1 grades
- ____ **HOLD** for Spring Term 2 grades
- ____ **HOLD** for Summer term grades
- ____ **HOLD** until degree conferred (circle one) May | Dec | Aug

Additional Instructions

Please Select One
 Main Campus Camp Lejeune Campus
 Fort Bragg Campus Raleigh (RTP) Campus

Student's Signature _____
Today's Date _____

Send Transcript to:
Name _____
Address _____
Address _____
City _____ State _____ Zip Code _____

Are you currently enrolled at Campbell University?
 Yes No
If not when did you last attend _____
or graduate _____

Please indicate the number of transcripts you are requesting

Payment

Accepted Credit Cards VISA Mastercard Discover
Card Holder Name _____
CC# _____
Expiration Date _____ VCODE (3 Digit #) _____

Important Notes

1. Please use a separate form for each mailing address.
2. Regular Service \$5.00 per copy
3. The applicant is responsible for any mailing charges in excess of regular first class mail; for example: courier service, FAX, priority post (call for applicable charges).
4. Official transcripts will be sent directly to other universities, business organizations, etc. A student may receive only an "issued to student" transcript.
5. A transcript will not be issued if any university account is outstanding.
6. Student records are confidential and transcripts are issued only on the written request of the student.
7. Transcripts are prepared in the order in which they are received.

For Business Office Use Only

Approved _____
Unofficial Copy Only _____
Denied _____
Signature _____

Additional Note

If your transcript request is denied by the Business Office, this form becomes null and void after ninety days and you will be required to file a new request to obtain a transcript.

Date Mailed _____